

CHAPTER 10

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10.1 OBJECTIVES

The objectives of the Alaska Fire Service (AFS) program are:

- Protect the public and Native lands in Alaska from wildland fire to correspond to the jurisdictional agency-established protection levels as identified in the Alaska Interagency Wildland Fire Management Plan (AIWFMP).
- Provide these wildland fire management services to the Bureau of Indian Affairs (BIA), Fish and Wildlife Service (FWS), National Park Service (NPS), Bureau of Land Management (BLM), and Alaskan Natives, in the most economic manner possible.
- Work under cooperative agreement with the State of Alaska, United States Forest Service (USFS), and the military to prevent duplicate and excessive preparedness costs.
- Provide support services to the BLM Field Offices and Alaska State Office (ASO).

10.2 AUTHORITIES and RESPONSIBILITIES

AFS is responsible for providing fire suppression services to the DOI agencies and Native lands conveyed under the Alaska Native Claims Settlement Act in Department of the Interior, Departmental Manual, Part 620 Wildland Fire Management, Chapter 2. The DOI agency responsibilities are further defined in the DOI agency agreements:

- 2005 BLM-NPS Intra-agency Agreement BLM No. LB1062000, NPS No. F9915060002;
- 2006 BLM-FWS Memorandum of Agreement BLM No. 2006-10, FWS No. 701816K414; and
- 2006 Intra-agency BLM-BIA Agreement BLM NO. LBI062011, BIA No. 6E00440038

AFS provides fire suppression and fuels management services to the US Army Alaska under agreement

The Reciprocal Fire Protection Agreement between AFS and the State (BLM No. LAA-04-005, DNR-DOF No. AK-DF-A-06) and the Annual Operating Agreement is authority under which AFS provides services on State and private lands and the State provides services to DOI agencies within their protection area. A similar agreement with the USFS provides services to BLM lands in SE Alaska.

AFS also functions as the BLM-Alaska State Office for Fire and Aviation and provides policy and program direction for aviation, fuels, ecology and planning.

The following documents are the most pertinent to the roles, responsibilities and authorities of AFS.

Fire and Fuels Management

- Department of the Interior, Departmental Manual, Part 620 Wildland Fire Management, Chapter 2 is specific to Alaska. Available at http://elips.doi.gov/app_DM/index.cfm
- BLM Manuals and Handbooks 9200 series; not all are available electronically. Manuals and Handbooks are posted at <http://www.blm.gov/wo/st/en/info/regulations.html>

Aviation Management

- Department of the Interior, Departmental Manual, Part 350 -354 Aviation. Available at http://elips.doi.gov/app_DM/index.cfm
- BLM Manuals and Handbooks 9400 series; not all are available electronically. Manuals and Handbooks are posted at <http://www.blm.gov/wo/st/en/info/regulations.html>
- BLM-Alaska State Aviation Plan available at <http://afshome/afs/organization/aviation/aviation.php>

10.3 ALASKA WILDLAND FIRE MANAGEMENT

Firefighter and public safety is the highest priority in all fire management activities for all agencies.

10.31 FIRE MANAGEMENT PLANS

A. ALASKA INTERAGENCY WILDLAND FIRE MANAGEMENT PLAN AMENDED OCTOBER 1998

The AIWFMP is the reference for interagency fire management operational procedures. Wildland fire management options have been defined with the AIWFMP that provide a range of responses from suppression actions that restrict size and extent of fire to monitoring and continuing the natural fire regime. Jurisdictional agencies have designated management options for their lands based upon an evaluation of their legal mandates, policies, regulations, resource management objectives, and local conditions.

The designation of a management option pre-selects initial strategies for a fire discovered within the option boundaries and sets the priority for assignment of initial response forces when suppression and/or support capabilities are limited. Adjustments to and guidance in the implementation of the management options are included in the AIWFMP. These include annual changes to management options and boundaries as well as Multi-Agency Coordinating Group (MAC) guidance during heightened activity. All jurisdictional agencies retain the rights and responsibilities of exercising these options; upon conveyance of lands from BLM to another entity, the new jurisdictional agency assumes those rights and responsibilities. AFS is authorized to deviate from the AIWFMP only when safety concerns or lack of resources will not allow action and AFS suppression forces will remain under AFS command regardless of fire location and jurisdictional agency.

The Alaska Wildland Fire Coordinating Group is responsible for amendments or updates to the AIWFMP.

B. AGENCY AND ADMINISTRATIVE FIRE MANAGEMENT PLANS

To meet the 2001 Review and Update of the 1995 Federal Wildland Fire Management Policy (available at http://www.nifc.gov/fire_policy/history/index.htm) and subsequent supporting documents

and federal planning requirements, the National Park Service and U.S. Fish and Wildlife Service have implemented agency-related fire management direction by completing administrative unit Fire Management Plans (FMP). The Bureau of Land Management completed a FMP for all BLM-Alaska managed lands. A FMP for all Alaska Native allotments was completed by the Bureau of Indian Affairs; Tanana Chiefs Conference has prepared a plan for allotments within their service area. The U.S. Army-Alaska has included Forestry and Wildland Fire Management as an Annex to their Integrated Natural Resource Management Plans; that meets Army regulations and serves as their Fire Management Plan. These plans facilitate the achievement of the land use and resource goals and objectives identified in unit land use plans. Agency FMPs are the foundation for the implementation of the AIWFMP in their units. Some agencies and administrative units rely solely on the AIWFMP for fire management direction.

10.32 WILDLAND FIRE DECISION SUPPORT

In order to meet management option objectives, additional decision support documentation to develop incident alternatives and identify constraints related to land use and resource objectives may be required. Currently, the Wildland Fire Situation Analysis (WFSA) is the process used for a wildland fire that has been designated as a wildfire. The Wildland Fire Implementation Plan (WFIP) provides the additional decision support documentation required for ongoing fires categorized as Wildland Fire Use (WFU). The jurisdictional agencies which is based on the land status have the final authority for strategy decisions.

<i>Land Status</i>	<i>Jurisdictional Agency</i>
City, Borough and Municipalities	Alaska Department of Natural Resources
Military Training Areas (BLM-managed lands withdrawn for military purposes)	U.S. Army Alaska in conjunction with Bureau of Land Management
National Conservation Area	Bureau of Land Management
National Forests	U.S. Forest Service
National Monuments Mainland AK Southeast AK	National Park Service U.S. Forest Service
National Parks and Preserves	National Park Service
National Petroleum Reserve (NPRA)	Bureau of Land Management
National Recreation Area	Bureau of Land Management
National Wildlife Refuges	U.S. Fish and Wildlife Service
Native Allotments (patented or certificated)	Bureau of Indian Affairs
Native Allotment Applications	Bureau of Land Management
Private fee simple lands	Alaska Department of Natural Resources
Permits or Leases (Federal or State)	Issuing agency

Public lands (defined in Federal Land and Management Policy Act)	Bureau of Land Management
Regional, Village or Group (<25 people) corporate lands Lands conveyed to cities of Sitka, Juneau, Kenai and Kodiak (Lands conveyed under the Alaska Native Claims Settlement Act)	Corporation
Selected lands (Native or State)	Bureau of Land Management or if within a National Park or Wildlife refuge, National Park Service or U.S. Fish and Wildlife Service
State Parks, Forests, Mental Health, and other state lands	Alaska Department of Natural Resources

The WFSA selected alternative or the WFIP plus site-specific management constraints are the foundation for the Delegation of Authority for the Incident Commander and/or Fire Use Manager. The Delegation conveys incident operational authorities to the Incident Commander.

A. WILDLAND FIRE SITUATION ANALYSIS

A decision making process in which the land and fire managers describe the situation, evaluate the expected effects, establish objectives and constraints for the management of an incident, select appropriate alternatives and document the decision

AFS Zone Fire Management Officer (FMO) and the jurisdictional agency (or authorized representative) are responsible for completing a WFSA. The document is authorization and direction by the jurisdictional agency for action or surveillance on fires that:

- have escaped initial attack efforts,
- that received no action due to resource shortages or
- that require significant change in strategic action.

The WFSA provides sufficient information for an informed decision and documentation of that decision. An electronic version is available at <http://www.fs.fed.us/fire/wfsa/> and the webbased Wildland Fire AMR program is linked to that site.

The four sections of the WFSA are:

- fire analysis,
- resource analysis,
- alternate action plan, and
- decision record

The suppression FMO (or designee) will develop the fire analysis and list strategic options with associated cost estimates in the alternate action plans. A minimum of two reasonable alternatives must be developed.

The jurisdictional agency (with technical resource and management specialists, as necessary) will develop the resource analysis. In the case of other agency lands, their specialists will be used when available.

The responsible jurisdictional agency or designated representative will review the WFSA and select the alternative suppression strategy to be implemented. In the case of other agency land involvement, that agency may also approve the selected strategy.

The jurisdictional agency representative's signature on the WFSA Decision Record approves the implementation of the selected alternative. Certification signature requirements for a WFSA for fires occurring on federal lands are tiered to estimated suppression expenditures. The selected WFSA alternative may be implemented before it is certified.

The WFSA must be reviewed each day to determine if the strategy, tactics, and fire situation are in compliance with the accepted alternatives. These reviews must be accomplished by the incident commander (IC) and the jurisdictional agency's representative) and be documented.

The WFSA becomes part of the official fire report.

B. WILDLAND FIRE IMPLEMENTATION PLAN

Alaska federal jurisdictional agencies have used spatial parameters to identify lands appropriate for WFU; lands within the geographic boundaries of Modified (after conversion) and Limited management option designations are routinely available to be categorized as WFU. It is the jurisdictional agency's choice to categorize a wildland fire as WFU. Requirements are contained in ***Wildland Fire Use Implementation Procedures Reference*** (http://www.nifc.gov/fire_policy/pdf/wildland_fire_use_guide.pdf) and supplemental unit-specific guidance may be included in administrative unit FMPs. For example, Denala National Park has included a WFU Reference Guide as an appendix to their FMP.

During typical fire years, the majority of WFU fires in Alaska remain in WFIP Stage I and Stage II. The progression between stages is not dictated by fire size but instead by fire complexity. Management of these fires during the different stages will be determined by the jurisdictional agency in consultation with the protection agency. WFU fires will typically be staffed with local resources. Either a team or local personnel may manage multiple WFU fires concurrently.

The WFIP becomes part of the official fire report.

10.4 ALASKA FIRE SERVICE POLICY

The AFS is a multi-agency service organization housed within the BLM. BLM fiscal policies and procedures are adhered to by AFS.

10.41 STANDARDS

The following standards are not discretionary. Each fire suppression person is responsible to carry out these standards to the best of his/her capability.

- A. Safety is the primary consideration in all fire suppression actions. No action shall be undertaken if it has the potential to endanger the well-being of any individual.
- B. Protecting human life and property is the highest priority.
- C. Suppression of all fires will be by the least costly method commensurate with the decisions of the AIWFMP. All operations will comply with the decision contained in this plan.
- D. Environmental requirements must be considered in suppression actions. Every feasible step must be taken to protect and mitigate adverse environmental impacts.
- E. The fire suppression forces of the AFS are highly mobile and are subject to duty assignments throughout Alaska, in Canada, and in the lower 48.
- F. The jurisdictional agency is the final decision maker regarding strategy and the use of equipment on lands under his/her administration.
- G. The AFS is not a structural fire fighting force. No fires will be engaged inside a building unless it is necessary to save a human life. Action can be taken to prevent the spread of the fire from the building to adjacent lands.
- H. Only Incident Command System (ICS) trained and qualified persons may be used to suppress fires.
- I. All available in-state suppression resources will be used before any request is processed for outside assistance.

10.42 OPERATIONAL POLICY

Operational policy for administrative procedures can be found in the:

- Interagency Incident Business Management Handbook (IIBMH)¹,
- Interagency Standards for Fire and Fire Aviation Operations (Red Book)², and

1 The IIBMH may be ordered from the AFS Warehouse and is available on line at www.nwcg.gov (see publications)

- current AFS and Office of Fire and Aviation (OF&A) Instruction Memorandums (IM) and Information Bulletins (IB)³.

AFS personnel are responsible to read and follow policies found in this document, as well as instruction memorandums, information bulletins, departmental and bureau manuals, etc. Employees should direct questions to their supervisor.

A. TIME REPORTING REQUIREMENTS

See the IIBMH, Chapter 10, for instructions on completion of time reports for regular government employees and casuals.

Time for all regular government employees and casuals on extended attack fires will be recorded on an Emergency Firefighter Time Report, OF-288.

Record the official position code for the incident job title on the OF-288 for all assigned resources (e.g., DIVS, STLC, PTRC, and CRWB).

On incidents where finance personnel are assigned, incident personnel will record time on a Crew Time Report, SF-261 (CTR), obtain a supervisor signature, and submit to the finance section. The CTR must be approved by signature of a supervisor at least one level above the individual(s) listed on the CTR, e.g., strike team leader approves CTR for crew boss and crew. An individual cannot approve his/her own time. Finance personnel transfer time from the CTR to the OF-288 and maintain documentation for the incident finance package.

Regular government employees are responsible to submit the **original** OF-288 and supporting documentation to their respective home unit time keeper through their supervisor. AFS accepts automated OF-288s with an electronic time office signature; the AFS employee is required to sign the OF-288 prior to submission to the supervisor.

The supervisor approves, by signature on the OF-288, travel time not recorded by the incident, and reviews the OF-288 for compliance with Work/Rest policies, prior to submission to the timekeeper.

AFS timekeepers will initially accept a faxed OF-288 to process time for regular government employees, but the employee must submit the original document(s) for the time and attendance (T&A) file.

Emergency firefighter crew/support personnel cannot be paid from fax copies.

Resource ordered personnel awaiting incident assignment are under the supervisory control of the Duty Office, AK-352. The Duty Officer is responsible to monitor work/rest requirements,

2 The Red Book may be ordered from the AFS Warehouse and is available on line
http://www.nifc.gov/policies/red_book.htm

3 AFS and OF&A IMs and IBs for the current and previous fiscal year are available on the AFS internal website
<http://afshome/afs/internal/business/imibs/imibs.php>

approve time worked, and retain a copy of time records prior to incident assignment or release to home unit. Personnel awaiting incident assignment are guaranteed hours of work and/or travel to meet the base hour requirement only (normally a guaranteed 8). (See the IIBMH for direction on recording guarantee hours.)

Supervisors of resource(s) ordered or detailed personnel working at an AFS support location are responsible to establish timekeeping procedures, monitor work/rest requirements, approve time worked, and retain a copy of time records.

At the end of the fire season, supervisors/Duty Office submit time record copies for non-AFS resource ordered personnel to Administrative Services for retention.

B. WORK/REST

See the current OF&A memorandum on Work/Rest and length of assignment requirements⁴.

Incident management personnel, including those at support locations, will manage work rest periods to provide one hour of rest for every two hours worked for all assigned resources.

Zone FMOs, Branch Chiefs, and Staff Officers are authorized to approve work shifts that exceed 16 hours and instances where the 2:1 work/rest ratio is not met. This authority may be delegated, in writing, to an incident commander. Documentation must include mitigation measures employed to achieve compliance with the 2:1 work/rest ratio. Documentation completed on an incident will be made part of the incident records; documentation completed at support locations is retained by the approving office.

AFS employees are responsible to meet the 2:1 work/rest ratio at the home unit and when on any assignment. In situations when the 2:1 work/rest ratio is not met, the employee is responsible to provide the home unit supervisor with mitigation documentation from the incident or assignment supervisor.

Non-exempt employees are not allowed to work beyond the designated hours without specific advance approval of their Zone FMO, Branch Chief, Staff Officer, Section Chief, or Incident Commander. All non-exempt employees working overtime will be in pay status.

See the IIBMH, Red Book, and current OF&A IM for emergency driving work shift limitations.

Permanent full time (PFT) employees who elect compensatory time in lieu of overtime may not exceed 80 hours accrual at any one time (includes travel compensatory time). Supervisors are responsible to determine how many compensatory time hours a career seasonal (CS) employee may earn.

Compensatory time earned by exempt employees must be used within six months of accrual, or it is forfeited.

⁴ AFS and OF&A IMs and IBs for the current and previous fiscal year are available on the AFS internal website at <http://web.afs.ak.blm.gov/>.

Non-exempt employees are compensated for any compensatory time not used within six months of accrual.

Travel compensatory time off not used by the end of the 26th pay period, after the pay period in which it was earned, will be forfeited.

C. REQUIRED BREAKS

Personnel on assignment or in a support position will take at least a 30 minute break for every six (6) hours on duty. This equates to a 30 minute break during a 12 hour shift, two 30 minute breaks (or one 60 minute break) for shifts of 12-16 hours.

Meal periods may only be compensated if IIBMH criteria are met and appropriate documentation provided.⁵

D. DAY OFF POLICY

See current AFS IM for day off policy⁶.

See the current OF&A memorandum on Work/Rest and Length of Assignment requirements for days off policy⁷.

See the IIBMH, Chapter 10, for management-directed day off information.

E. RETURN FROM AN INCIDENT

Employees will normally be released to the home unit after completion of a 14 day assignment.

See the current OF&A memorandum on Work Rest Guidelines and length of assignment for assignment extensions and return from back-to-back assignments.

F. OVERTIME, HAZARD PAY, AND ENVIRONMENTAL DIFFERENTIAL APPROVAL

The AFS Manager has delegated authority to approve incident and non-incident overtime (i.e., preparedness, hazard fuel reduction, flight following) to Branch Chiefs, Section Chiefs, Staff Officers, and Zone FMOs. Personnel acting in one of these capacities must indicate ‘acting’ when approving overtime.

Incident overtime is approved by signature on the Emergency Firefighter Time Report, OF-288, or by electronic approval in the Quicktime reporting system.

⁵ See the IIBMH, Chapter 10, for the policy on compensable and non-compensable meal periods.

⁶ AFS and OF&A IMs and IBs for the current and previous fiscal year are available on the AFS internal website at <http://afshome/afs/internal/business/imibs/imibs.php>.

⁷ IBID

All non-incident overtime (e.g., compensatory time earned, overtime related to travel and attendance at meetings, workshops or training, etc.) must be approved in advance on an Overtime/Holiday Pay Request and Authorization, Form 1400-64(550). This form is submitted to the timekeeper and retained in the individual T&A file.

The AFS Manager has delegated authority to approve fire related hazard pay and environmental differential to Staff Officers, and Zone FMOs. Personnel acting in one of these capacities must indicate 'acting' when approving hazard pay or environmental differential.

Zone FMOs may re-delegate, in writing, approval of incident overtime, hazard pay and environmental differential to the IC. The IC may further re-delegate this approval authority, in writing, to Incident Management Team members.

G. LENGTH OF ASSIGNMENT

AFS will follow length of assignment policy found in the *National Interagency Mobilization Guide* and per the current OF&A memorandum on Work/Rest and length of assignment requirements.

H. ADMINISTRATIVE RESPONSIBILITIES

AFS employees are required to fulfill their administrative responsibilities prior to any incident assignment, termination, placement in non-pay status, resignation, retirement, or transfer to another agency.

Administrative responsibilities include, but are not limited to, completion and submission to their supervisor of the following items:

1. Travel voucher and/or camp rate reimbursement.
2. Charge card statements and related documentation, including end of year obligations.
3. T&A reports and original supporting documentation.
4. Injury compensation documentation.
5. Personal property loss/damage claim documentation.
6. Turning in keys, government charge card, telephone credit card, cell phones, warehouse property, etc.
7. Final Salary and Clearance Form.

Additional administrative responsibilities include the return of government property, review and signing of the final EPAP, providing subordinates their EPAP, and other responsibilities determined by the supervisor.

Supervisors are responsible to ensure these administrative responsibilities are met. Employees may not be permitted to terminate or enter into non-pay status while on an out-of-state assignment unless all administrative responsibilities have been met.

I. SUBSISTENCE POLICY (MESSHALL)

See current AFS memorandum⁸.

J. CASUAL HIRING and PAYMENT PROCEDURES

AFS Hiring Units (Financial Services (FS) or Zone) are responsible for the completion, auditing and distribution of all required hiring and payment documentation for casuals they hire.

Financial Services utilizes the Preferred Hire List and the Fairbanks Job Center to recruit casuals for support positions on Fort Wainwright and single resource requests for incident assignment. See the current AFS Single Resource Casual Hiring IM to submit names for the Preferred Hire List⁹.

Zones hire local resources within their boundaries to fill crew orders and single resource requests.

The IIBMH provides direction regarding the hiring of casuals (Emergency Firefighter crew and support personnel) and guidance in the completion of payment documents.

OF&A issues memorandums to disseminate the annual Department of Interior (DOI) Pay Plan for Emergency Workers and the Casual Pay Center (CPC) Procedures. The Pay Plan establishes AD classification and pay rates for most incident related positions. The Pay Plan also permits the hiring of casuals for fire use hazard fuel reduction projects not to exceed 300 hours per person per calendar year. The CPC Procedures IM outlines hiring responsibilities and payment procedures for BLM casuals.

The Alaska Crew Management Guide describes interagency procedures for the hiring and management of Alaska Type 2 crews.

Hiring and Payment Documents

I-9, Employment Eligibility Verification (required)

- Casual and Hiring Official completes
- Hiring Unit ensures form is complete and forwards the original to Financial Services
- Financial Services maintains original

Alaska Conditions of Hire (required)

- Casual and Hiring Official completes
- Hiring Unit ensures form is complete and forwards the original to Financial Services
- Financial Services maintains original

Tax Documents

(W-4, Federal Withholding Allowance Certificate, W-5, Earned Income Credit Advance Payment Certificate and state income tax forms)

- Hiring Official provides to the casual

⁸ AFS and OF&A IMs and IBs for the current and previous fiscal year are available on the AFS internal website at <http://web.afs.ak.blm.gov/>.

⁹ IBID

- Casual completes
- Hiring Unit audits and forwards the original to Financial Services
- Financial Services reviews, retains a copy and forwards the original to the CPC

SF-1199a, Direct Deposit Form

- Hiring Official provides to the casual
- Casual completes and either mails directly to address on form (CPC) or submits to Hiring Unit
- Hiring Unit ensures the form is complete and forwards the original to Financial Services
- Financial Services reviews, retains a copy and forwards the original to the CPC

Single Resource Casual Hire Form, PMS 934 (if applicable)

- Hiring Official initiates
- Casual signs
- Hiring Unit attaches the original original to the OF-288 and submits to Financial Services
- Financial Services reviews, retains a photocopy and forwards the original to the CPC

OF-288, Emergency Firefighter Time Report

- Hiring Official initiates
- Incident/Supervisor ensures time is accurately posted
- Hiring Unit audits the completed OF-288, retains a photocopy and submits to the CPC

Batch Transmittal Memorandum (required; see OF&A IM on CPC Procedures)

- Hiring Unit completes
- Hiring Unit attaches original, audited payment documents to be transmitted and submits the package to Financial Services
- Financial Services reviews the payment package and a Designated Approving Official signs
- Financial Services retains copy of documents and submits originals to CPC

K. GOVERNMENT DRIVER'S LICENSE PROCEDURES

See current AFS, BLM policy and memorandum.

L. PREVENTION

AFS is a cooperator in an Interim Alaska Fire Prevention Plan.

M. DETECTION

Detection efforts will be based on the Fire Management Options selected by the jurisdictional agency and priorities established as identified in the AIWFMP.

AFS will maintain an overall detection system which is intended to achieve 90 percent lightning fire detection at 10 acres or less.

All fires in critical, full or modified protection areas, lightning or man-caused, will be detected under 25 acres in size.

Fires in limited protection areas will be detected at 100 acres or less.

N. LAW ENFORCEMENT AND FIRE TRESPASS

1. Law Enforcement

Each BLM employee has a duty and responsibility to safeguard national security, agency property and personnel, and to protect the integrity of BLM's name and operation. By statute and Departmental directives, each agency official and employee is responsible for promptly reporting any actual or suspected offenses, wrong doings, violations or irregularities in connection with any BLM or DOI program, operation or activity, or any suspected violation of criminal law or regulation.

Employees should report such information to Alaska Interagency Coordination Center (AICC) through supervisory channels. Supervisors shall in no case delay or withhold transmittal of an employee's report of any anonymous complaint received. Employees are not precluded from reporting the matter directly to the Office of Law Enforcement, should they consider such action necessary.

2. Fire Trespass.

Initial attack ICs will investigate all fires for cause. If a human-caused fire is suspected or known, the IC will preserve any evidence relating to source and cause, gather and document all other on-site information available. Evidence gathered by the IC should include dates and times of all actions taken, names and voluntary statements of individuals on the fire scene and photographs (if a camera is available). The IC will inform the Zone/Area FMO as soon as practical. The Zone/Area FMO will promptly inform the land owner/manager.

Under current agreements and direction, Fire Trespass program responsibility lies with the agency having jurisdictional authority. The suppression FMO – whether AFS or State - is responsible to do a cause determination by qualified personnel to establish if a fire is or is suspected to be human-caused. If so, the appropriate jurisdictional agency's representative must be notified as soon as possible and this notification documented by the suppression FMO. With the exception of NCA, the trespass investigation and subsequent case are managed by the jurisdictional agency with the support of the suppression agency. However, FMOs may implement investigations pending jurisdictional agency involvement.

The current BLM- Alaska Fire Trespass Operating Plan was issued under AFS IM 2008-001 dated 10/02/07. This plan operates in conjunction with the updated draft National Fire Trespass Handbook (https://www.nifc.blm.gov/nsdu/fire_reporting/BLM/doc/index.html).

O. USE OF FIREARMS

Firearms will be used on official business only in survival situations or in the defense of life or property during confrontation with dangerous animals. Use will be in strict adherence to local, state and federal laws.

Certification and qualification for the use of firearms will follow regulations as set down in the *BLM Safety and Health for Field Operations Handbook H1112-2*. Instructors must be a certified federal law enforcement training center graduate, a federal bureau of investigation officer, or a national rifle association instructor. Personnel wishing to qualify for firearms use must be tested and re-certified every calendar year to insure they meet minimum proficiency standards.

All firearms, whether government or privately owned, will conform to the following minimum standards:

- Shotguns - 12 gauge, capable of firing two or more rounds. (Ammunition - 12 gauge slugs)
- Handguns - .44 magnum or greater capable of firing six or more rounds.

The use of privately owned firearms will be strictly at the peril of the owner and certification will in no way be construed as government acceptance of liability for damage or loss.

Authorization for firearms will be conducted in the following manner:

1. AFS Manager, Field Office Managers and Branch Chiefs will obtain Authorization Cards from Law Enforcement (AK-910).
2. AFS Manager, Field Office Managers and Branch Chiefs will complete the card and return to AK-910.
3. Authorized firearms proficiency test administrator will sign and date the employee's card and present it to him/her at the successful completion of required certification test.
4. Managers, or their acting, requesting shotguns will have the responsibility of issuing them only to currently qualified employees.
5. Only currently qualified employees may carry firearms while in the field.
6. Any Federal employee who has previously been convicted of domestic assault will not be allowed certification to carry a firearm.

P. DANGEROUS ANIMALS

AFS will make every effort to prevent the destruction of animals in accomplishing the fire mission. This includes moving camp or demobilizing fires when possible.

When a bear or other dangerous animal must be removed from a fire area, or camp, or be destroyed, the IC will first notify AICC through the Zone FMO that the problem exists and request assistance. In all instances involving grizzly or brown bear, AFS will request the State of Alaska, Department of Fish and Game, to remove any animal of potential danger or nuisance to protect the safety of crews. The Alaska Fish and Game has the option of sending their personnel or giving BLM permission to solve the problem. This may include BLM sending in a hunter or sending the fire camp a firearm with permission to destroy the animal, if necessary, by an authorized BLM employee.

The head and hide (including claws) of all bears killed will be surrendered to the Alaska Fish and Game, either directly or through the appropriate land manager.

State Law: 5 ACC 81.375 TAKING GAME IN DEFENSE OF LIFE OR PROPERTY

(a) Nothing in this chapter prohibits a person from taking game in defense of life or property provided that:

- (1) The necessity for the taking is not caused by harassment or provocation of the animal or an unreasonable invasion of the animal's habitat.
- (2) The necessity for taking is not caused by improper disposal of garbage or similar attractive nuisance.
- (3) All other practical means to protect life and property are exhausted before the game is taken.
- (4) Game taken in defense of life or property is property of the State. Persons taking such game are required to salvage immediately the meat, or in the case of black bear or wolf, wolverine and coyote, the hide must be salvaged and immediately surrendered to the State. In the case of brown, grizzly or polar bear, the hide and skull must be salvaged and surrendered to the State immediately. Notify Dispatch as soon as practicable of any discharge of firearm with intent to kill in defense of life and property.

Q. STRUCTURES/CABIN PROTECTION POLICY

1. Structural Firefighting

The protection of Bureau owned structures is normally done by a structural firefighting organization because BLM fire suppression forces are staffed, equipped, and trained to fight wildland fires. Assistance in suppressing non-Bureau structure fires using existing Bureau forces and equipment is done only on an emergency basis, to save lives, or retard the spread of the fire to adjacent wildland.

2. Cabin Protection Policy

Structures are protected based on the availability of resources and the direction provided by the jurisdictional agency. Small sites may be designated Critical, Full, Avoid or Non-sensitive. Regardless of the protection status of a structure, if humans are present at a structure threatened by a wildland fire, human safety is the priority. Firefighter safety will not be compromised for structure protection.

The National Historic Preservation Act stipulates the protection of National Historic Landmarks and sites on the National Register of Historic Places. BLM, the State, NPS and FWS have documented cabin protection guidance; the jurisdictional agency should be contacted ASAP to confirm management actions. BLM policy was issued under BLM AK IM 2007-033 dated April 24, 2007; FWS policy is dated Aug 4, 2006; NPS is dated June 8, 2005. The State policy is dated July 7, 1992.

In general:

- Unauthorized structures are not protected.
- Site protection is prioritized based on the site designation shown in the Dispatch Office map atlas; if a structure is not noted in the map atlas, the jurisdictional agency should be notified immediately.
- National Historic Landmarks are designated Critical.
- Sites on or eligible for the National Register of Historic Places are designated Full.
- Agency-owned and maintained sites are designated Full with the caveat that they are protected commensurate with their monetary or resource management value as established by the Administrative Unit's Agency Administrator.
- The jurisdictional agency for private lands exclusive of Alaska Native corporate lands and Native Allotments is Alaska DNR, DOF; structures receive the same level protection as the surrounding lands.
- NPS provides for structure protection on NPS permitted sites and on NPS sites with an approved Mining Plan of Operations.
- FWS directed Refuge Managers to assign protection levels to all known structures by 12/2006.
- Direction from Alaska Native corporations varies.

R. HEAVY EQUIPMENT

The AIWFMP states that to the extent possible, minimum impact suppression tactics (MIST) should be used. Fireline will be constructed in a manner that minimizes erosion and will follow natural contours wherever possible. The use of tracked or off-road vehicles (for example, bulldozers or all-terrain vehicles) requires written authorization by the jurisdictional agency on a case-by-case basis prior to use.

Approved ATVs will have an average ground pressure of 3.5 psi or less for fire suppression.

Regular government employees require training and certification to operate ATVs.

ATV operators will:

1. Avoid continuous travel over the same track.
2. Keep speed to a minimum.
3. Avoid sharp turns.
4. Avoid exposed mineral soils and permafrost when possible.

Guidelines for heavy equipment use are contained in the AIWFMP.

S. WATERCRAFT OPERATOR LICENSING POLICY

Regular government employees require training and certification to operate motorboats under 26 feet in length.

T. SUPPRESSION TECHNIQUE LIMITATIONS

Human-caused surface disturbances may result in long-term damage to the environment. Some fire suppression methods can cause longer-lasting damage to the Alaskan taiga and tundra than the wildfire itself. The optimal suppression techniques are those which least disturb the surface while providing the most cost-effective control and extinguishment of the wildfire. Fire intensity, fuels, time of year and day, topography, weather, or management prescriptions may limit or dictate the suppression method used to control a fire.

U. INCIDENT QUALIFICATION CARDS

The AFS Manager (or delegate) is responsible for annual certification of all agency and Administrative Determined (AD) personnel serving in wildland and prescribed fire positions. BLM-Alaska certification is issued annually in the form of an Incident Qualification Card (Red Card), which certifies that the individual is qualified to perform in a specified position. The Red Card must be reviewed for accuracy and signed according to the BLM-Alaska certification levels established in Section 60.12. The supervisor and incident responder are responsible for monitoring medical status, fitness, training, performance, and for taking appropriate action to ensure the employee meets all position performance requirements. Training, medical screening, and successful completion of the appropriate WCT must be properly accomplished.

All Red Cards issued to agency employees, with the exception of Emergency Firefighter (EFF)-paid or temporary employees at the FFT2 level, will be printed using the IQCS. Red Cards issued to EFF or temporary employees at the FFT2 level may be printed at the local level without use of the IQCS.

Red Card positions requiring Work Capacity Tests (WCT) are valid through the fitness expiration date listed on the card. (see 10.42 V – Physical Fitness Standards/ Testing/ Maintenance). Red Card positions not requiring WCT for issuance are valid for 12 months from

the date the card was signed by a certifying official.

V. PHYSICAL FITNESS STANDARDS/TESTING/MAINTENANCE

1. Physical fitness standards

Physical fitness levels (PFL) required for incident positions will follow the guidelines defined in the current National Wildfire Coordination Group (NWCG) Wildland Fire Qualification Subsystem Guide (PMS 310-1).

2. Physical Fitness Testing

Employees assigned to participate on fire assignments in positions which require a physical fitness level (PFL) (See Above #1) must complete the work capacity test (WCT), described below in #3, at the level required by the PMS-310-1.

Red carded personnel requiring a PFL of light or moderate must complete the Health Screen Questionnaire (HSQ) (Form 9213-1) prior to attempting the WCT. The HSQ will be administered and documented by qualified personnel. Any “yes” answer on the HSQ will preclude the individual from taking the WCT until the concern(s) has been addressed by a doctor using form AK-300-9215-18, Physician Consent Form, and medical clearance has been given. Costs for the initial visit to a physician will be covered by AFS when the firefighter uses the Federal Occupational Health (FOH) provider on contract with AFS. The cost for subsequent office visits and/or procedures will be the responsibility of the employee.

Red carded personnel requiring a PFL of arduous will get clearance to take the WCT through the Federal Interagency Wildland Firefighter Medical Qualification Standards program. More information about this program may be found at http://www.nifc.gov/medical_standards/index.htm

3. Work Capacity Test

The job related WCT is the screening tool adopted by the BLM/AFS to insure the physical fitness of employees within its fire program. This test is used to determine an individual’s level of fitness in order to meet requirements set down in the NWCG PMS 310-1 and AFS Operational Procedures, Policies and Guidelines, 2008. All employees and emergency fire fighters who have wildland and/or prescribed fire jobs with an arduous duty rating must complete the test at the required minimum level or at a higher level as defined.

Work Capacity Testing shall be administered in accordance with the *Interagency Standards for Fire and Fire Aviation Operations, NFES 2724, 2008, pages 13-8 thru 13-10.*

4. Physical Fitness Maintenance Policy

Personnel required to maintain physical fitness levels higher than “none” will be allowed on duty time for physical fitness training (PT). Those individuals whose position descriptions require them to qualify at the “arduous” level (see below) will be allotted one hour per day for PT, while not on assignments. All others will be allotted up to three hours per week for fitness training.

Employees and supervisors will work together to outline the parameters and expectations for a successful PT program. Parameters should include:

1. Who qualifies for PT
2. Time schedules and duration.
3. Type of PT activities allowed.
4. Location of PT activities.
5. Circumstances which may preempt or curtail PT.

Keeping physically fit requires consistency and commitment by everyone involved, employee as well as management.

W. SAFETY

1. BLM Alaska Fire Service General Safety Policy

The BLM, AFS is committed to the safety of all employees, contractors, and the public with which it is associated. It fully intends to support all lawful policies, requirements, and regulations regarding safety in order to provide a safe and healthy working environment.

Specific hazards will be identified through a Job Hazard Analysis or Risk Management Assessment as outlined in the *2008 Interagency Standards for Fire and Fire Aviation Operations*.

The safety managers will serve all levels of the organization as advisors on safety matters. Responsibility for implementing the **safety** program rests with all levels of supervision as well as with each individual employee.

It is the responsibility and right of all employees to report any safety concern and to have the ability to “say no” to any action until those safety concerns have been addressed. All reports should be submitted to the safety officer without any fear of reprisal and in the knowledge that the reporter has the support of management.

2. Visits to an Incident Base

The minimum recommendation for PPE at an incident base is the same as all field locations:

- 6” - 8” Lace-up shoes with non-slip soles and heels
- Long trousers
- Long-sleeve shirt

For agency personnel, the field uniform is appropriate; however for more flexibility the Aramid fire shirts and trousers or flight suit may be worn.

3. Visits to the Fireline

Visits to the fireline must have the approval of the IC. Visitors must maintain communications with the DIVS or appropriate fireline supervisor of the area they are visiting.

a. Required PPE:

- Personnel assigned to fires must wear 8-inch high, lace-type exterior leather work boots with non-slip, Vibram-type, melt-resistant soles.
- The 8-inch height requirement is measured from the bottom of the heel to the top of the boot. Alaska is exempt from the Vibram-type sole requirement. All boots (including non-traditional styles) that meet the footwear standard as described above are authorized for firefighting.
- Aramid/Nomex shirts
- Aramid/Nomex trousers
- Hard hat with chinstrap
- Leather gloves
- Fire shelter

b. Required equipment/supplies:

- Hand tool
- Water canteen

Visitors to the Fireline may be “Escorted” or “Non-Escorted” depending on the following requirements:

c. Non-Escorted

- Visitors must have a physical fitness level of “light”.
- Must have adequate communications and radio training.
- Completed the following training:
 - Introduction to Fire Behavior (S-190)
 - Firefighter Training (S-130)
 - Annual Fireline Safety Refresher Training.

Deviation from this requirement for other non-escorted support personnel involved in vehicle operations or other support functions on established roadways and working in areas which pose no fire behavior threat must be approved by the IC.

d. Escorted

All non-incident, non-agency, visitors lacking the above training requirements must be escorted while on the fireline.

Prior to being escorted to the fireline:

- Visitors must receive training in the proper use of PPE.

- Visitors must be able to walk in mountainous terrain and be in good physical condition with no known limiting conditions.
- Escorts must be minimally qualified at the Single Resource Boss.

Any deviation from these requirements must be approved by the IC.

4. Helicopter Observation Flights

Visitors who take helicopter flights to observe fires must receive a passenger briefing and meet the following requirements:

Required PPE:

- Flight helmet
- Leather boots
- Fire-resistant clothing
- All leather or leather and aramid gloves

Occasional passengers/visitors have no training requirement, but a qualified flight manager must supervise loading and unloading of passengers.

5. Fixed-Wing Observation Flights

Required PPE:

No PPE is required for visitors and agency personnel who take fixed-wing flights to observe fires. However, a passenger briefing is required, and the flight level must not drop below 500 feet AGL.

6. Fireline Safety Requirements for Non-Operations Section Personnel.

Alaska BLM employees must successfully complete:

- Introduction to Fire Behavior , S-190,
- Firefighter Training, S-130,
- Have adequate communications and radio training,
- **Annual Fireline Safety Refresher Training**
- Physical Fitness Level as required by NWCG PMS 310-1.

This training will give our employees a better understanding of the fire environment that they will be working in or around, with emphasis on recognition of hazardous situations and how to avoid them.

Providing for the safety of the public as well as all assigned personnel is the paramount management objective on every wildland fire incident. The performance of normal assigned incident duties may, at times, take support personnel (communications technicians or drivers, for example) adjacent to, or in the proximity of, the fire perimeter. In such situations, fireline escorts will be provided to personnel.

7. How to Properly Refuse Risk

Each employee bears the responsibility of identifying personal safety concerns to their incident supervisor and having those concerns satisfactorily addressed prior to accepting an assignment. The “Risk Management Process” checklist, outlined on page 1 of the Incident Response Pocket Guide (PMS #461, NFES #1077), may be a useful tool in the mitigation of identified safety issues. If, after assessing the risk, it is determined that the assignment is unsafe, an employee has the right to decline that assignment. Personal Protective Equipment required when working in the vicinity of the fire perimeter is listed in Chapter 7 of the Interagency Standards for fire and Fire Aviations Operations 2008 (“Red Book”).

Reference the Interagency Standards for Fire and Fire Aviation Operations 2008 for safety policies and procedures Chapter 07 Safety

(For Other Safety Issues see Section 20.1)

X. HAZARDOUS MATERIALS

When dealing with hazardous material and/or hazardous waste personnel must have the proper training and equipment in order to respond. The standard operating procedures for managing and handling hazardous materials and/or hazardous waste may be found in IM AK-300-2006-008 and the proper response to spills may be found in IM AK-300-2006-009.

1. Material Safety Data Sheets (MSDS)

MSDS information will be required with any purchase of hazardous materials.

MSDS must be kept on file and maintained at the site where the HAZMAT is being stored.

2. Chemical/Hazardous Material Inventory

All sites storing hazardous materials or chemicals will maintain an accurate updated inventory. This inventory is to be submitted to the AFS safety officer twice yearly in May and September.

Y. REFUSE DUMPS AND HAZMAT SITE FIRES

Reference the Interagency Standards for Fire and Fire Aviation Operations 2008

Chapter 9 – 9, Emergency Non-Wildland Fire Response-Management Controls to Mitigate Exposure

and

Chapter 9 – 11, Emergency Non-Wildland Fire Response –Hazardous Materials

Z. MEDEVAC PROCEDURES/MEDICAL TRANSPORTATION PROCEDURES

A MEDEVAC is an emergency situation in which an injured or ill person requires immediate transportation to medical care. The emergency 911 system should be used if available. In remote field stations or on incidents MEDEVAC situations will be coordinated by the incident management, zone dispatch, and/or AICC dispatch. Documentation of all decisions, communication, and other pertinent information will be maintained.

A MEDICAL TRANSPORT is a “non-emergency” situation in which an injured or ill person does not require immediate transportation. Not all cases are “emergency” in nature, require transportation to a medical facility, or at times even work related. When these situations occur transportation may be arranged by the coordinating office at their earliest convenience.

In situations where the potential exists for exposure to contagious disease or bodily fluids, all service providers (drivers, support staff, etc.) must be notified of the possibility so precautionary measures may be taken. However, an individual’s privacy information must be protected at all times and any communication will be professional and confidential with respect to personal issues.

Financial Services facilitates medical treatment for all:

- Federal Alaska and Lower 48 state employees and casualties assigned to AFS managed incident
- BLM-Alaska employees or casualties assigned to State of Alaska, DNR managed incident

The State of Alaska, DNR facilitates medical treatment for all:

- State of Alaska employees and casualties assigned to either AFS or State of Alaska, DNR managed incident
- Federal employees or casualties assigned to State of Alaska, DNR incident (other than BLM-Alaska employees/casuals)

The USFS, R10 facilitates medical treatment for all employees/casuals assigned to a Forest Service managed incident in Alaska until they are released to their point of hire.

The Hiring Unit (State, BLM, and USFS) facilitates medical treatment for employees/casuals released from Lower 48 incidents due to injury/illness.

Notification of an incoming medevac/transport comes through dispatch channels (Zone Dispatch or AICC). Zone Dispatch handles medevacs/transport from Zone managed incidents. AICC handles medevacs/transport from a non-AFS Alaska or Lower 48 incident.

1. **AICC or Zone Dispatch** responsible to:

- Notify Financial Services if the individual is an Alaska BLM employee, a casual hired by the AFS, or a non-State of Alaska resource assigned to an AFS managed incident.

- Notify State of Alaska Logistics Center if the individual is a State of Alaska employee or a non-Alaska BLM resource assigned to a State managed incident.
- Arrange transportation to Fairbanks or Anchorage.

2. **Financial Services** responsible to:

- Coordinate prompt medical treatment & inform Safety Manager if injury requires hospitalization.
- Arrange for subsistence (food and lodging), if required.
- Ensure completion of appropriate injury compensation documents.
- Complete timesheet for time under medical care.
- Notify AICC or Zone Dispatch of medical release to full duty or follow up care at the point of hire.

3. **Zone Dispatch** responsible to:

- Coordinate with the FMO and IMT to determine if the medically released individual will be returned to the incident. Arrange appropriate travel arrangements (incident or point of hire) based on the decision.
- Notify the IMT of individuals released directly to their point of hire and make appropriate travel arrangements.

AICC will provide coordination support as requested.

AA. HAZARDOUS WEATHER

See current AFS memorandum¹⁰.

BB. ALCOHOL POLICY FOR REGULAR EMPLOYEES

Employees will not possess, use or be under the influence of alcohol:

1. while on duty,
2. while present at incident facilities, or
3. while traveling in government provided transportation.

Employees who fail to comply with this direction will be subject to disciplinary action.

CC. COMMISSARY

Personnel and crews are responsible to be prepared with footwear, clothing, personal hygiene items, prescription medications, and other personal items sufficient for a 14 day incident assignment, exclusive of travel. In an effort to reduce incident costs for agency provided commissary, items and amounts available are limited and only one commissary order per

¹⁰ AFS and OF&A IMs and IBs for the current and previous fiscal year are available on the AFS internal website at <http://web.afs.ak.blm.gov/>.

crew/individual per 14 day assignment will be filled. Commissary may only be provided to individuals working away from their point of hire.

The incident Finance/Administration Section and/or IC are responsible for the ordering, daily inventory, issue, payroll deduction posting, documentation, and security of commissary in accordance with Chapter 10, Section 14 of the IIBMH. ***Personnel issuing commissary must ensure that tobacco products are not distributed to persons under the age of 19 (Alaska State Law).*** Items not issued before the end of the incident assignment must be physically delivered and signed over to the Zone Administrative staff. Zone Admin are responsible to inventory returned items and perform a thorough audit of commissary paperwork prior to submission to Financial Services.

If commissary is approved for the incident by the Zone FMO, orders may be submitted on the 5th day after assignment to the incident for delivery on or about the 7th day.

Do not place commissary orders for crew or overhead personnel scheduled for demobilization.

Initial Commissary

A pre-packaged box of chewing tobacco, cigarettes, and socks in quantities designed to supply one 16 person EFF crew.

- 10 rolls of chew (each roll has 5 cans)
- 12 cartons of cigarettes
- 32 pairs of socks (wool & cotton)

Order initial commissary by crew name, e.g., 1 each Initial Commissary Box for Noorvik.

Bulk Commissary

The same items provided in an Initial Commissary box are available. Order in bulk quantities, e.g., socks, wool, 40 pairs. Do not order by individual name.

Emergency Commissary

Emergency commissary items are necessary for the safety and well being of incident personnel.

Emergency commissary items are ordered as needed, by individual name and orders must include a justification approved by the Incident Commander.

All emergency commissary items require approval of the Zone FMO. Emergency commissary orders are given priority processing and should be filled within 48 hours of receipt in Financial Services. Items will be payroll deducted.

Boots: specify size, width and preferred sole (logger, vibram). Brand names can be requested, but may not be available. Individual will be payroll deducted for boots meeting size and width specifications.

Personal clothing items that have been damaged or destroyed during the incident, (e.g., burned gear) the individual should file a personal property loss/damage claim.

Tents (60 second pop-up type). Tents will only be available until the current inventory is depleted.

Commissary orders

Sequence of events to obtain commissary:

- Zone FMO approves commissary for the incident
- Incident submits resource order (RO) to Zone/Expanded Dispatch
- Zone/Expanded validates items are within policy, ensures necessary approvals (IC and Zone FMO for emergency items)
- Zone/Expanded forwards RO to AICC
- AICC forwards RO to Financial Services
- Financial Services processes order, coordinates pick-up with Transportation, and notifies AICC of completed order
- AICC notifies Zone/Expanded
- Zone/Expanded notifies Incident of estimated delivery date/time
- Incident issues commissary, posts payroll deductions, performs daily inventory, completes paperwork
- Incident returns leftover inventory and original commissary paperwork to Zone Admin
- Zone Admin inventories items, audits issue and accountability records, resolves discrepancies and submits original paperwork to Financial Services within 7 days of receipt
- Financial Services processes returns, reviews incident paperwork, and maintains records

DD. SUPPLEMENTAL FOOD POLICY

The Alaska Fire Service follows the Supplemental Food Policy found in the IIBMH, Chapter 20, Section 25.4.

Personnel assigned to incidents are normally provided subsistence through MREs, Fresh Food Boxes, and/or the National Catering Contract.

All supplemental food ordered, including those items listed in the IIBMH, require written justification from the Incident Commander and review and concurrence by the Zone FMO. Supplemental food items may not be procured without documentation of approval.

There may be circumstances where the National Caterer is not available and/or it is not feasible for incident personnel to cook their own food using MREs or Fresh Food Boxes, e.g., ban on open burning. The Zone FMO may authorize establishment of a Blanket Purchase Agreement (BPA) with a local vendor to provide meals or to provide grocery items for use by an incident supervised cook. (See the Brown Book, Chapter 10, Incident Agreements for more information.)

The Zone is responsible to request establishment of the BPA through a Resource Order, coordinate BPA requirements with the Procurement Office (AK-342), coordinate documentation processes and vendor oversight with Incident personnel, and audit payment documentation prior to submission to the Procurement office. All resource orders for food items must be reviewed and approved by the Zone FMO. The Zone is responsible to ensure that food items ordered and costs incurred are reasonable and prudent.

Incident personnel assigned at the Alaska Fire Service Headquarters or Galena Zone Headquarters are normally provided subsistence through the AFS Dining Hall.

If an AFS mobilization center is established, the Chief, Branch of Logistics Operations may authorize purchase, through issuance of a Resource Order, of water, juice and fruit, to accommodate arrivals/departures of personnel outside of the established Dining Hall meal periods.

EE. EMERGENCY EQUIPMENT ORDERING, HIRING, AND PAYMENT PROCEDURES

Equipment Hiring and Payment procedures are governed by the IIBMH Chapter 20, the current NBC IM on Emergency Equipment Rental Agreement (EERA) Payments and internal procedures as outlined below:

1. **Zone or incident** submits a Resource Order (RO) for equipment through the Zone Dispatch to the AICC Equipment Desk. Equipment orders should address the following:
 - Type of equipment
 - Size
 - Number of operators required
 - Responsibility for transporting equipment to the incident (Transportation or vendor?)
 - Quantity
 - Portable toilets and dumpsters – how often is servicing required?
 - Any other special requirements
2. **AICC Equipment Desk** notifies Transportation of the request for emergency equipment.
3. **If Transportation can fill the RO:**

Transportation notifies the AICC Equipment Desk that agency resources will be used to fill the RO. AICC notifies Zone Dispatch and Zone Dispatch contacts the incident with equipment information (i.e., type, serial/license number, estimated arrival time, etc.).

OR

Transportation fills the RO with equipment hired on a support resource order (for Transportation pool, e.g., bus, pick-up, SUV).

- Transportation notifies AICC Equipment Desk to close out original E number and transfer the equipment to the new E number and a new RO.
 - AICC notifies Zone Dispatch and Zone Dispatch contacts the incident with equipment information.
 - Transportation provides Financial Services with the original Equipment Envelope (pre and post inspection, RO, and shift tickets) to closeout the old RO.
 - After original equipment package is closed out, Procurement will create a new Equipment Envelope with the new RO, pre-inspection and shift tickets.
4. **If Transportation cannot fill RO**, Transportation notifies AICC Equipment Desk who provides the RO to Procurement.
5. **Procurement fills the RO using EERAs or purchase order** and is responsible to:
- Ensure that the equipment meets the RO requirements.
 - Verify the offer information and vendor responsibilities with the vendor.
 - Obtain operator(s) name(s).
 - Coordinate pre-inspection (time/location) with the vendor and Transportation.
 - Inform the vendor of delivery point (provide a map/direction).
 - Create Equipment Use Envelope with documents and provide to Transportation.
 - **Transportation completes pre-use inspection** and is responsible to:
 - Thoroughly document pre-inspection to include photographs.
 - Notify Procurement if equipment does not pass the pre-inspection.
 - Provide vendor Equipment Use Envelope and instruct vendor to deliver it to the incident Finance/Administration Section.
 - **Procurement notifies AICC Equipment Desk** that equipment has been hired and provides the following information:
 - RO number and E number
 - Vendor name
 - Equipment type
 - Serial number/license number
 - Operator name(s)
 - Time of hire and ETA to the incident
 - **AICC notifies Zone Dispatch who contacts the incident with equipment information.**
6. **Incident releases equipment**, and is responsible to:
- Determine release date/time and notify vendor.
 - Complete post-inspection (photographs maybe part of the inspection).
 - Complete payment documentation (invoice, shift ticket, etc.) and obtain vendor or vendor agent signature.
 - Release equipment direct to vendor.
 - Notify Zone Dispatch that RO is closed.
 - Submit Equipment Envelope to Zone Admin.
7. **Payment Processing**

- Zone Admin responsible to:
 - Document date/time of receipt of Equipment Envelope.
 - Audit equipment payment documents and obtain vendor signature per current BC IM and IIBM Chapter 20.
 - Retain copies for the incident file.
 - Submit original payment documents to Financial Services within 7 days of receipt.
- Financial Services responsible to:
 - Review Payment package
 - Ensure authorized receiving officer signature (per AFS Delegation of Authority IM).
 - Forward payment package to BLM-NBC
 - Maintain official agency records.

FF. INCIDENT AGREEMENTS

Zone/incident use of **facilities, land or water sites** requires establishment of an official agreement.

Establishment of a Blanket Purchase Agreement (BPA) is required for **vendor provided meals, fuel, or groceries** that are not acquired under an individual's government travel card or that may exceed \$2500 in total purchases.

A warranted contracting officer must discuss the terms, conditions, and claims process with the owner and sign the agreement. If a warranted contracting officer is not available on the incident, the AFS Procurement Office, AK-334 will establish the agreement. The AFS Procurement Office establishes all AFS BPAs.

Agreements/BPAs **will only** be established with the **validated owner**.

Zone responsible to:

- Brief IMT on responsibilities and provide oversight during agreement period.
- Audit payment documentation (invoice, shift tickets or other supporting documentation, pre- and post-inspections, etc.) and forward to Section of Financial Services within 7 days of receipt

Incident responsible to:

- Identify need for agreement.
- Initiate a RO for the agreement/BPA.
- Coordinate with Procurement if no warranted contracting officer available.
- Perform and document pre- and post-inspections (to include photographs) and obtain signature of the owner or authorized legal representative and a government representative.
- Inform Procurement when re-negotiation of the agreement is required.
- Determine the tracking method for the daily use (i.e., Shift Ticket).

- Upon completion of incident or termination of the agreement/BPA forward the payment package (agreement, invoice, pre-and post-inspections, and daily use documentation) to Zone Admin

Procurement responsible to:

- Coordinate with Zone/incident to establish/modify agreement/BPA.
- Negotiate agreement with vendor.
- Inform vendor of payment process and mandatory enrollment in Central Contractor's Registration (CCR).
- Approve BPAs for payment and forward documents to NBC for payment. (Financial Services reviews and approves Land Use (LUA), Facility Use (FUA), and Dipping Site/Pond (DSA) Agreements for payment.)

Checklists for Incident Agreements (LUA, FUA, DSA, and BPAs) may be accessed on the AFS website at <http://fire.ak.blm.gov/> or from Procurement, AK-334. The checklists outline incident responsibilities in regards to inspection, documentation, and usage.

GG. CONTRACT CLAIM PROCESS

Claims related to Emergency Equipment Rental Agreements (EERA) and other contracts are adjudicated per the Contract Disputes Act of 1978. AFS and assigned incident personnel play a critical role in the contract claim process.

All personnel involved in the management of rented equipment, land or facilities have the potential to be involved with a contract claim and should be aware of the contract claims procedures. The information provided is geared towards incident related claims, but applies to all contract claims.

Contract means a mutually binding legal relationship obligating the seller to furnish the supplies or services, and the buyer to pay for them. Example: Emergency Equipment Rental Agreement under which an order for services has been placed.

A **claim** is a written demand for a specific amount of money or other object of value, other than ordinary obligations incurred for services and supplies.

Negligence is failure to exercise that degree of care, which a careful and prudent (reasonable) person would exercise under similar circumstances.

A **federal Contracting Officer (CO)** is the **only person authorized** to settle a federal contract claim, up to the amount of their delegated warrant authority. BLM Incident Contracting Officers (ICO) cannot settle claims. **Other personnel have no authority to settle** a contract claim, but do have a crucial role in the contract claim process.

The Finance/Administration Section Chief, Procurement Unit Leader or incident agency Contracting Officer can provide the contractor information regarding claim submission.

Contractors filing a claim assume the burden for proving the Government was negligent and therefore caused the loss or damage. While there is no specific form to file a claim, the claim shall be in writing and include the following:

- Claimants complete name and address
- Signature of the equipment owner or legal representative
- Claimant's statement of facts concerning the damage
- Claimant's itemized listing of the amount claimed, including estimated value of equipment before damage
- Witness statement if available

It is important that information regarding a claim include **all facts** in order to provide a clear and concise depiction of the incident. In an emergency incident situation, claim determination will be made after the incident is over and much of the information regarding conditions, as they existed at the time, may no longer be available. Additionally, personnel involved may no longer be available or may be unable to remember the events as they occurred. Therefore, it is vital to obtain information and document it as soon as possible after the incident occurs. **Do not** delay processing payment for actual equipment rental use, beyond a reasonable period, to obtain documentation needed to support the contractor's claim.

Zone responsible to:

- Brief IMTs and incident personnel on the contract claim process.
- Facilitate documentation of a contract claim.
- Review claims received and submit to the Procurement office (AK-334).

The supervisor managing the equipment is responsible to:

Document the damage and initiate the investigation. The investigation **shall avoid** conclusions and opinions and shall only present observations and facts.

Provide the following information to the Finance/Administration Section Chief, Procurement Unit Leader, or incident agency Contracting Officer:

- Description of the damage and circumstance leading to the damage; include location of the area, sequence of events, weather and terrain conditions
- List of witnesses and witness statements
- Name of the supervisor managing the equipment and any other incident personnel that were involved in the direction of the equipment
- Sketches, maps, diagrams or photographs of the scene or equipment

Incident personnel:

- **Shall not** advise, comment, or in anyway solicit a contractor's claim.
- **Shall not** comment on the merits of the claim.
- **Shall not** refuse to accept a claim, even if they feel it is fraudulent or has no basis.

- **Should never assume liability** for damage on behalf of the United States.

Incident responsible to submit claim packages to the Zone. The claim package must include copies of the equipment rental agreement or other contractual document, shift tickets, equipment use records, inspection records, documentation from the equipment supervisor (see above), and any other information pertinent to the claim.

HH. AFS INCIDENT ADMINISTRATION OPERATING GUIDELINES

Per the Red Book Chapter 11, the agency administrator is responsible to brief incoming Incident Management Teams (IMT) and assign an Incident Business Advisor (IBA) to provide incident business management oversight commensurate with complexity. The IIBMH, Chapter 40 provides guidance on providing incident business information and oversight to incident management teams.

The Branch of Financial Services (AK-334) is responsible to document AFS incident business policy, procedure and requirements (Finance Briefing Package) and provide the documentation to the Zones. Zones are responsible to review the AFS Finance Briefing Package (FBP), provide comments to AK-334, add Zone specific information including Service and Supply Plan for locations within the Zone, and ensure adequate copies of the FBP are available.

The Zone FMO (agency administrator) is responsible to ensure IMTs are briefed on AFS and Zone business management responsibilities, provide a copy of the Finance Briefing Package to the IMT, and provide incident business oversight. Normally the Zone Admin performs as an incident business technical specialist for Zone incidents. The Zone may order additional IBAs depending on the number or complexity of incidents, availability of personnel, experience level of personnel, etc. The Incident Business Advisor Guide, PMS 314, provides Agency Administrator (Zone FMO) and IBA guidelines/roles/responsibilities.

AK-334 is available to provide an initial briefing to unassigned Lower 48 Type 1 or Type 2 IMTs mobilized through the AFS Duty Office and participate in Zone IMT briefings, upon request.

The Zone FMO is responsible to ensure that a financial closeout occurs with departing/transitioning IMTs, the Zone Admin and other AFS administrative personnel.

II. BARRACKS OCCUPANCY AND CONDUCT POLICY

All tenants agree to the following terms and conditions upon receiving room assignments.

It is the tenant's responsibility to coordinate with the Barracks Office to conduct a pre-occupancy and/or post-occupancy inspection. If either inspection is not conducted, it may be deemed that any decision (good or bad) made by the Barracks Manager with regard to room condition is non-disputable and any fines or charges levied must be paid by the tenant.

- No underage drinking (i.e. drinking under the age of 21) is allowed in Government-provided housing.
- Shower and laundry facilities are for use by Barracks tenants only.
- All firearms are required to be registered with the Fort Wainwright Army Provost Marshall, and must be stored unloaded and in a secured location.
- Barracks Quiet Hours are from 2200 to 0800 daily.
- Noisy and disruptive behavior will not be tolerated. Drunk and disorderly conduct may constitute grounds for eviction.
- No organized events will be held in or around the Barracks without prior approval of the AFS Manager.
- Tenants are responsible for keeping their quarters clean and orderly.
A ONE-TIME ONLY warning will be issued to tenants who do not maintain clean and orderly quarters. If the situation is not remedied after the first warning, eviction will result.
- Tampering with fire detection or sprinkler systems is grounds for eviction.
- Tenants must notify the Barracks Office of all maintenance needs.
Tenants must not make repairs, alterations, improvements, or additions to the rooms.
- No hanging or taping on walls without the approval of the Barracks Manager.
- Rooms are to be left in a clean and safe condition. All rooms will be inspected by barrack's personnel after check-out, and tenants will be held liable for cost of damages beyond 'normal wear and tear'.
- No burning of candles or incense in the building.
- No smoking in the building.
- All personal gear will be removed from the rooms upon tenant's check-out. No "out of season" storage of personal property will be provided.
- Any personal property remaining after check-out will be placed in the "lost and found" for 30 days, after which time it will be deemed government property and disposed of appropriately.
- All furniture is to remain in the room to which the furniture is assigned.
- No appliances allowed (except microwaves, refrigerators, and coffeepots). All coffee pots must be unplugged when not in use.
- Tenants will pay for all personal telephones, computer internet and cable television.
Coordinate installation and removal with local service provider and barracks management for access to control rooms.
- No bikes are to be brought into the barracks, utilize bike racks.
- No pets are allowed in the barracks or on barracks grounds at any time.
- Long-term vehicle parking will be available at the barracks for residents only (includes fire assignments). Vehicles must be parked in designated long-term parking areas and be approved by the barracks manager.

Should you have any questions or concerns regarding any of these items, please contact the Barracks Manager at ext. 5706.